

Salary Schedule	MOU	Benefits
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City of Alameda
Code No. I - 1760
Code No. II - 1755
Revised: 9-9-92

RECONSTRUCTION SPECIALIST I
RECONSTRUCTION SPECIALIST II

DEFINITION

Under direction performs a variety of detailed specialized work for the Community Development Department involving property rehabilitation. Performs other work as required. These positions are Civil Service Exempt.

DISTINGUISHING FEATURES

Reconstruction Specialist I - An entry level position, incumbents of this position perform specific technical assignments of a well-defined and limited nature. Their work is subject to continuing review in progress and upon completion.

Reconstruction Specialist II - The Reconstruction Specialist II works under the direct supervision of the Neighborhood Development Manager and is expected to perform varied assignments requiring technical and interpersonal skill in the rehabilitation field. Work in the position is distinguished from that of the Reconstruction Specialist I by the greater complexity of the assignments received and by the greater independence with which the incumbent is expected to operate. This position provides evaluation, monitoring and grantsmanship work products for review. Support is available for problems not covered by reference guidelines, and work is checked occasionally during progress and reviewed upon completion.

EXAMPLES OF DUTIES

1. Assists in developing and implementing City rehabilitation programs.
2. Examines structures and property for compliance with codes and standards. Recommends corrective action to property owners and prepares repair specification and estimates. Coordinates property owner/contractor relations.
3. Processes loan applications and engages in loan administration and monitoring. Prepares contract specifications and bid packages, monitors repair work and recommends issuance of payments. Verifies completion of work according to specifications.
4. Provides information to the public and governmental staffs regarding program objectives and operations, housing regulations and needed improvements.
5. Establishes and maintains records and project files.
6. May assist in developing City applications for program funding, making presentations to municipal bodies, and preparing or analyzing of various reports pertaining to housing and community development.

EMPLOYMENT STANDARDS

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited four year college or university with major course work in public or business administration, architecture, construction inspection/management, engineering or a closely related field.

Experience: (Reconstruction Specialist I): One year experience in residential rehabilitation inspection/management, building code enforcement, housing development, residential design or a closely related field in a public agency or private firm.

Experience: (Reconstruction Specialist II): Three years progressively responsible experience in residential rehabilitation inspection/management, building code enforcement, housing development, residential design or a closely related field in a public agency or private firm.

EMPLOYMENT STANDARDS (continuation)

Knowledge

Knowledge of techniques and methods of residential rehabilitation and construction, such as building construction methods and materials; municipal housing, building, zoning, plumbing, electrical and related codes and ordinances; estimating procedures; rules, regulations and procedures involved in rehabilitation financing; and knowledge of the principles and practices of public administration.

Abilities

Ability to estimate material and labor costs of repairing deficient housing structures; read, understand and prepare various building sketches, specifications and related documents; apply financial assessment and counseling techniques; interpret, apply and explain rehabilitation regulations and applicable codes; prepare/process loan applications; prepare agreements and legal documents; monitor architectural design and building construction/rehabilitation; manage loan and/or construction disbursements; prepare funding applications and various narrative and quantitative reports; perform routine and complex administrative work with speed and accuracy; interpret and apply established City and department policies, procedures and codes; establish and maintain accurate records; communicate effectively; establish and maintain effective working relationships with property owners, tenants, contractors, designers, lending institutions, funding sources, City employees and the general public.

Other Requirements

Selected positions require a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.

JK/fdg: Personnel Department
9-9-92